

## MEMORANDUM

**TO:** Central Office, Regional Centers and District Officers

**FROM:** Kathi K. Lacy   
Associate State Director, Policy

**RE:** 100-07-DD Directive

**DATE:** August 18, 2009

The South Carolina Department of Disabilities and Special Needs (DDSN) recently circulated Departmental Directive **100-07-DD** for comment(s) with an effective date of August 18, 2009. Please reference the table below for the number, name and status of the directive which is now published on DDSN's website at [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

Reference #	Directive Title	Status	Applicability
<b>100-07-DD</b>	Naming of Facilities, Building Dedications and Ground-breakings	Revised	Central Office, Regional Centers and District Officers

Please be aware of the following important areas of change or reemphasis:

The directive has been reviewed by staff and changes to body of the directive have been made to identify the current protocol of DDSN approval.

If you have any questions please email me at [twaring@ddsn.sc.gov](mailto:twaring@ddsn.sc.gov) or call 803-898-9792.

TW/etk

Reference Number:	100-07-DD
Title of Document:	Naming of Facilities, Building Dedications and Groundbreakings
Date of Issue:	May 26, 1987
Effective Date:	May 26, 1987
Last Review Date:	July 31, 2009 "REVISED"
Date of Last Revision:	March 18, 1998
Applicability:	All DSN Programs and Facilities

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In accordance with Commission policy, no South Carolina Department of Disabilities and Special Needs facility, building, or portion thereof shall be named to honor any individual, either living or deceased, without the South Carolina Department of Disabilities and Special Needs Commission's prior approval. The Commission recognizes the prerogative of the Legislature of South Carolina by law to name buildings and facilities. The Commission will implement all such decisions made in this manner.

Questions will occasionally arise regarding Non-Commission initiated groundbreakings and dedications of smaller projects. This directive is intended to offer clarification for questions arising in this context.

- (1) Dedicatory and groundbreaking ceremonies for Department facilities are the sole prerogative of the South Carolina Disabilities and Special Needs Commission. No ceremonies or functions shall be so labeled without the prior notification and consent of the Commission.
- (2) It is impossible and, in fact, undesirable to "dedicate" each unit or facility which may be developed at a particular regional center or community location.
- (3) The distinction should be made between a dedication ceremony and an "open house". Both may be used to signify the opening of a new physical facility. However, the latter is normally viewed as a more informal arrangement and can be utilized on an annual basis to blanket any capital improvements made during a particular year or period of time.

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- (4) Scheduling of open house activities is hereby delegated to the respective District Directors provided that advance notification to the Deputy State Director be made in order that appropriate representation of the Department can be arranged when feasible. Invitations to attend open house festivities should also be directed to the members of the South Carolina Disabilities and Special Needs Commission.

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Tom Waring, Acting Deputy  
State Director of Administration  
(Originator)

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Eugene A. Laurent, Ph.D.  
State Director  
(Approved)